Board members present: Stephen Hillis, Susan Stovall, Guy Chittenden, and Karen Esvelt
Library Director: DeRese Hall
Secretary: Suzanne Britton

1. **Call to Order**
The meeting was called to order at 11:01 p.m. by Board Chair Stephen Hillis.

2. **Approve Agenda**
It was moved by Karen Esvelt and seconded by Guy Chittenden to approve the agenda with flexibility. The motion passed unanimously.

3. **Public Comment**
None.

4. **Accept Minute Summary**
It was moved by Esvelt and seconded by Chittenden to approve the regular board meeting minutes of October 9, 2018. No discussion. Motion passed unanimously.

5. **Financial Review**
The financial review was accepted by consensus of the board.

6. **Executive Session**
The executive session was moved to the end of the meeting.

At this time, the auditor’s arrived and presented the audit report. The district was said to be in good financial health by the auditors and they proceeded to go through their report page by page. That report will be attached to the minute summary and placed in the Minutes and Public Records binder in the director’s office.

7. **UNFINISHED BUSINESS**

   **New Facility**
   Hillis gave a report on the management and sustainability of the Westside Community Campus project. The WCC group would like the library to appoint a board member to be on a “Core Team”. This team would frame the plan that includes goals, operating principles, organizational structure, and suitability approaches for the campus. Discussion ensued after which it was decided that Hillis would be the team representative and Chittenden would be his back-up.

   **Board Evaluation and Goals**
   These documents were discussed line by line with ideas and suggestions made on possible improvements. Overall it was agreed that the board is a diverse board and as such do a good job meeting the district’s goals as defined in its policies. The Board expressed their desire that the library’s committees and foundation realize how important they are to the community and to the District itself. They would like for these groups to thrive. It was suggested that receiving yearly reports from the various groups would be beneficial. Those reports will be requested.

   **Board Practices Assessment**
   At this point in the meeting Rob Mills, a consultant for SDAO, arrived to facilitate a self-assessment discussion designed to help boards improve their effectiveness. Mr. Mills will compile a follow-up summary which will be delivered to the board and discussed at a future meeting. This summary will include notes from this meeting and recommendations for board improvement.

**Rental Upgrades**
Landscaping quotes were shared with the board. It was decided to revisit the rental upgrades in early spring. At that time, depending on the yearly income generated by the rentals, units may be improved with landscaping on a case by case basis. Also discussed was the ongoing electrical issues at the 8th Street duplex. Willow Canyon Properties will be contacted yet again.

8. NEW BUSINESS
New Policy Recommended by SDAO
The board discussed the wording of a new policy recommended by SDAO. After some adjustments, the Preventative Maintenance policy had its first reading and will be on the agenda next month for its 2nd reading.

ADA Self-Evaluation
Concerns from an annex user were brought to the board’s attention in regards to ADA compliance. Issues specifically mentioned were the ramp, bathrooms, and upper level entrance. In the past the board has made improvements to the annex in order to provide access for as many people as possible. After additional discussion, Chittenden volunteered to contact Rick Rohach at the city’s public works department to see if he had any pertinent information on this subject. On the agenda for the next meeting the board will begin the process of creating a plan to address ADA compliance at the annex.

Ecommerce Upgrade Option from Sierra
The board discussed the costs involved with accepting online payments at the library. There would be a $99 setup fee, a $25 per month charge, and 10 cents per transaction. **It was moved by Chittenden and seconded by Esvelt not to participate in this upgrade. The motion passed unanimously.**

9. Governance
Board Members’ Code of Conduct
The board agreed that the library is in compliance with page 4 of the policy.

10. Executive Limitation
Emergency Library Director Succession
The board agreed that the library is in compliance with page 17 of the policy.

11. Linkage
Unity of Control
The board agreed that the library is in compliance with page 27 of the policy.

12. Policy Review
Review Entire Personnel Policy
It is necessary to gather more information so this agenda item will be discussed more thoroughly at a later meeting.

13. Director and Youth Services Reports/Stats
No additional comments were made.

14. Library Closures
For the Thanksgiving holiday:
Wednesday, November 21, the library will close at 2 p.m.
Thursday and Friday, Nov. 22 and 23, the library will be closed all day.

15. Upcoming Dates
SDAO conference in Sunriver, Feb. 8-10, 2019.

16. Agenda/Budget Additions
None.

17. Executive Session
The board went into executive session at 2:50 under ORS 192.660(2)(a) employment of staff and came back into regular session at 3:01. Personnel issues were discussed – no decisions were made.

18. Adjournment
It was moved by Esvelt and seconded by Stovall to adjourn the meeting at 3:01 p.m. The motion passed unanimously.
Respectfully submitted,
Suzanne Britton